UNITED
NATIONS

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Secretariat

ST/IC/1990/31
15 May 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: CATERING SERVICES

1. The contract between the United Nations and the caterer provides for an increase in prices if there is an upward movement of 5 per cent or more in any one period, or an accumulation of movements since the last increase in the United States Burea of Labor Statistics consumer price index (CPI) for New York City. The maximum increase in any one period is 5 per cent. The recently published CPI, which rose by 6.4 per cent as at 1 January 1990, now allows for a price increase of 5 per cent. After consultation with the caterer, prices in the staff catering facilities at Headquarters will be adjusted effective Friday, 1 June 1990 and will remain in effect up to 31 March 1991.

2. The three-tiered price structure established for the hot entrees offered daily in the Staff Cafeteria will be priced at $2.30, $3.05 and $3.75 respectively.

3. Other items will be priced as follows:

(a)	Cold made-to-order sandwiches	$1.65 to $2.05
(b)	Hot deli sandwiches	$2.30 to $2.55
(c)	Hamburgers	$1.50
(d)	French-fried potatoes (small and large)	$0.65 and $0.90
(e)	Salads from the bar (small and large)	$1.40 and $2.90
(f)	Pizza	$3.40 to $3.75
(g)	Fried chicken	$2.85
(h)	Pies and cakes	$0.95 to $1.75
(i)	Coffee and tea (small and large)	$0.55 and $0.70

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UNITED NATIONS

ST

Secretariat

ST/IC/1990/32
31 May 1990

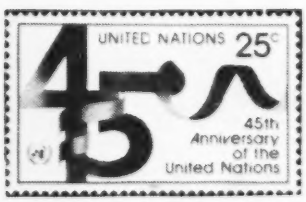
INFORMATION CIRCULAR

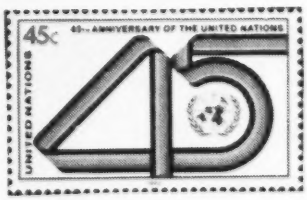
To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE - 26 JUNE 1990
"45th ANNIVERSARY OF THE UNITED NATIONS"
STAMPS AND SOUVENIR SHEETS

1. The United Nations Postal Administration (UNPA) will issue the fourth set of commemorative stamps for 1990 on Tuesday, 26 June, honouring the forty-fifth anniversary of the signing of the Charter of the United Nations. The six stamps, all unique in design, have as their common element the graphic depiction of the number 45.





Denomination	Quantities	Designer
25 cents	1,100,000	Kris Geysen (Belgium)
45 cents	900,000	Nejat M. Gur (Turkey)
F.s. 0,90	900,000	Fritz Henry Oerter Ruth Schmidthammer (Federal Republic of Germany)
F.s. 1,10	900,000	Michiel Mertens (Belgium)
S 7	1,100,000	Talib Nauman (Pakistan)
S 9	1,100,000	Marleen Bosmans (Belgium)

Size: 42 mm x 25.776 mm

Perforation: 14.25 x 13.25

These commemorative stamps are issued in sheets of 50 stamps.

2. Three souvenir sheets will be issued at the same time. Each sheet, all with the same background, will incorporate the stamps of the same currency. The souvenir sheets, designed by Robert Stein (USA), are perforated and measure 100 mm x 73 mm.

Denomination	Quantities
70 cent sheet (New York)	700,000
F.s. 2,00 sheet (Geneva)	700,000
S 16 sheet (Vienna)	900,000

The stamps and souvenir sheets were printed in the Netherlands by J. Enschede en Zonen in offset lithography.

(United States equivalents - F.s. 0,90: 66 cents; F.s. 1,10: 81 cents; F.s. 2,00: $1.47; S 7: 64 cents; S 9: 83 cents; S 16: $1.46 - subject to exchange rate fluctuation.)

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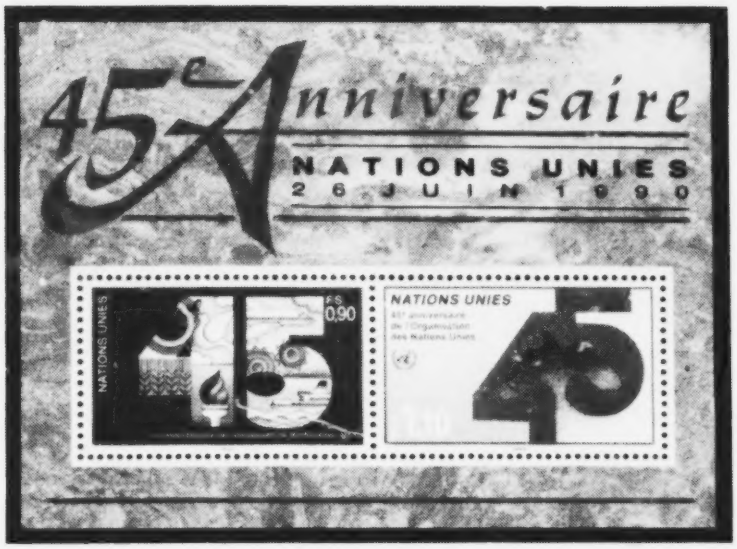

3. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachet ONLY.

4. Members of delegations and the staff may obtain the new stamps, souvenir sheets and first day cancellations on Tuesday, 26 June, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) Counter at the north end of the Secretariat lobby: 9.00 a.m. to 4.00 p.m.

UNITED NATIONS

ST

Secretariat

ST/IC/1990/33
31 May 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Controller

Subject: HEADQUARTERS MEDICAL AND DENTAL INSURANCE SCHEMES
ANNUAL ENROLMENT CAMPAIGN, 11-15 JUNE 1990

1. The purpose of the present circular is to announce revised dates for the Headquarters medical and dental insurance schemes annual enrolment campaign. The new dates are 11-15 June 1990. Representatives of the insurance companies will be on hand for three days, 11-13 June 1990, to provide information about the various insurance plans offered. The insurance company desks will be located in the vicinity of the Secretariat cafeteria.

2. Staff members who can demonstrate that they were away on mission or annual or sick leave for the entire duration of the annual enrolment campaign may enrol or make a coverage change within 31 days of their return to Headquarters.

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UNITED
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Secretariat

ST/IC/1990/34
21 May 1990

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: HOST COUNTRY TRAVEL REGULATIONS*

1. The Secretary-General has received from the United States Mission to the United Nations a note verbale dated 7 May 1990 advising of changes in procedural requirements for private travel in the United States undertaken by staff members of Polish nationality and their dependants.

2. According to the note, the persons concerned, effective immediately, "will enjoy unrestricted travel within the United States".

3. The Secretary-General, in his reply of 10 May 1990, welcomed this decision by the host country. However, in view of the fact that similar restrictions still remain in force with respect to staff of certain other nationalities, the Secretary-General reiterated his position of principle concerning discriminatory treatment, by the host country, of members of the Secretariat solely on the basis of their nationality. The hope was expressed that all such previously imposed restrictions will be removed as soon as possible.

4. Copies of the two notes verbales are annexed to the present circular.

5. The existing arrangements for official travel remain unchanged and will be made in the usual manner.

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* Personnel Manual index No. 13019.

Annex I

NOTE VERBALE DATED 7 MAY 1990 FROM THE UNITED STATES MISSION TO THE SECRETARY-GENERAL

The United States Mission to the United Nations wishes to inform the Secretary-General of changes in procedural requirements for travel in the United States for Polish nationals working at the United Nations Secretariat.

Effective immediately, all Polish personnel and their dependants will enjoy unrestricted travel within the United States. In practice this means that these individuals will no longer be required to obtain hotel or campground accommodations, air, train or bus tickets, or car rentals from the Office of Foreign Missions (OFM) for travel in the United States. Furthermore, these individuals will no longer have to notify in writing of any travel beyond the 25-mile radius of Columbus Circle in New York City.

Annex II

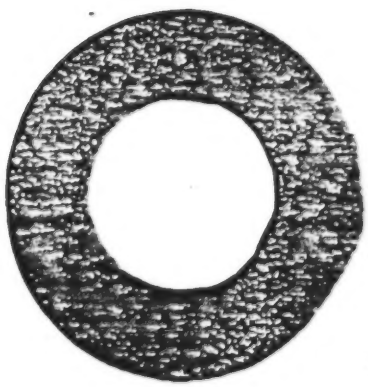
NOTE VERBALE DATED 10 MAY 1990 FROM THE SECRETARY-GENERAL TO THE UNITED STATES MISSION TO THE UNITED NATIONS

The Secretary-General of the United Nations has the honour to refer to the note of 7 May 1990 from the United States Mission to the United Nations concerning changes in procedural requirements for private travel in the United States for Polish nationals working at the United Nations Secretariat.

According to the note "effective immediately, all Polish personnel and their dependants will enjoy unrestricted travel within the United States".

The Secretary-General welcomes this decision by the United States. However, in view of the fact that similar restrictions remain in force with respect to staff of certain other nationalities, the Secretary-General wishes to reiterate his well-known position of principle concerning discriminatory treatment of members of the Secretariat solely on the basis of their nationality and expresses the hope that all such previously imposed restrictions will be removed as soon as possible.

The existing arrangements regarding official travel in the United States of United Nations personnel remain unaffected.



UNITED
NATIONS

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Secretariat

ST/IC/1990/35
23 May 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: (a) REVISED SALARY SCALES FOR STAFF IN THE TRADES AND CRAFTS AND SECURITY SERVICE CATEGORIES AT HEADQUARTERS

(b) REVISED DEPENDENCY ALLOWANCES FOR STAFF IN THE GENERAL SERVICE, TRADES AND CRAFTS, SECURITY SERVICE, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. In accordance with article 12 of its statute, the International Civil Service Commission (ICSC) has undertaken a comprehensive survey of the best prevailing conditions of employment in New York for the purpose of making recommendations to the Secretary-General on salary scales of staff in the General Service and related categories at Headquarters. The representatives of the administration and the staff presented views to the Commission on various aspects of the survey, including the selection of employers and jobs to be surveyed, and the analysis of the data collected. The Commission completed its work at its March 1990 session, and its Chairman transmitted to the Secretary-General on 10 April 1990 the salary scales recommended by the Commission.

2. After considering the recommendations of the Commission, as contained in the report of the March 1990 session, the Secretary-General has decided to promulgate the revised salary scales for staff in the Trades and Crafts and Security Service categories at Headquarters proposed by ICSC. The Secretary-General has further decided that these scales should be implemented with effect from 1 October 1989, since salary data collected by the Commission relate to that month. The revised salary scales are annexed to the present circular.

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* Personnel Manual index No. 3122.

3. With regard to the General Service category, staff members were informed in circular ST/IC/1990/25, dated 12 April 1990, of the establishment of a special joint advisory committee with representation from the United Nations, the United Nations Development Programme/United Nations Population Fund and the United Nations Children's Fund. The Committee established a working group whose terms of reference are to review the conduct and results of the salary survey for the General Service category. The Secretary-General has decided not to promulgate the salary scale recommended by ICSC for the General Service category pending the review of the report to be prepared by the Special Joint Advisory Committee.

4. On the recommendation of the representatives of the administration and staff, the Chairman of ICSC decided that the Public Information Assistant and Language Teacher categories would not be surveyed as part of the 1989 exercise. It was also agreed that any change in the interim salary adjustment procedure recommended by ICSC would also be applicable to the above categories of staff.

5. On the recommendation of ICSC, the dependency allowances for staff in the General Service and related categories have been revised, with effect from 1 October 1989, as follows:

	$
(a) Dependent spouse allowance	2 234
(b) Dependent child allowance	989
Except for first dependent child of a single, widowed or divorced staff member	2 234
(c) Secondary dependant's allowance	898

6. Heretofore, the amount of the dependent spouse allowance was also payable in respect of the first dependent child of a widowed or divorced staff member. As indicated in subparagraph 5 (b) above, single parents are now included in the category entitled to receive the amount of the dependent spouse allowance in respect of the first dependent child.

7. The implementation of the revised salary scales and allowances outlined in the preceding paragraphs will be reflected in the end-of-May 1990 payroll. Those former staff members who left the service between 1 October 1989 and 30 April 1990 will be eligible to receive the retroactive increases that may result from the implementation of the revised salaries and allowances upon presentation of a written claim to their former executive offices. Such claims must be made within one year of the date of issuance of the present circular.

Annex

I. SALARY SCALE FOR THE SECURITY SERVICE CATEGORY AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET EQUIVALENT AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 October 1989

		S	T	E	P	S						
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	54 269	56 464	58 659	60 855	63 050	65 245	67 441	69 636	71 831*				
	(Net)	39 052	40 457	41 862	43 267	44 672	46 077	47 482	48 887	50 292				
6		50 092	52 139	54 186	56 233	58 280	60 327	62 373	64 420	66 467*				
		36 379	37 589	38 999	40 309	41 619	42 929	44 239	45 549	46 859				
5		45 914	47 809	49 708	51 606	53 505	55 403	57 302	59 200	61 098*				
		33 703	34 918	36 133	37 348	38 563	39 778	40 993	42 208	43 423				
4		41 785	43 474	45 164	46 880	48 622	50 364	52 106	53 848	55 591*				
		30 978	32 093	33 208	34 323	35 438	36 553	37 668	38 783	39 898				
3		38 942	40 267	41 591	42 915	44 239	45 564	46 916	48 281	49 647	51 013	52 378*		
		29 102	29 976	30 850	31 724	32 598	33 472	34 346	35 220	36 094	36 968	37 842		
2		34 894	36 057	37 221	38 395	39 594	40 792	41 991	43 189	44 388	45 586	46 809	48 045	49 281*
		26 368	27 159	27 950	28 741	29 532	30 323	31 114	31 905	32 696	33 487	34 278	35 069	35 860
1		30 901	31 913											
		23 631	24 339											

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

	$ (Per annum)
Dependent spouse	2 234
Dependent child	989
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: (included in pensionable remuneration)

	$ (Per annum)
First additional language	1 008 net
Second additional language	504 net

* Long-service step: Step IX at levels 4 to 7, step XI at level 3 and step XIII at level 2 are long-service steps. The qualifying criteria for in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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II. SALARY SCALE FOR THE TRADES AND CRAFTS CATEGORY AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET EQUIVALENT AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 October 1989

		S T E P S						
Level		I	II	III	IV	V	VI	VII*
8	(Gross)	50 063	51 881	53 700	55 519	57 336	59 156	60 975
	(Net)	36 360	37 524	38 688	39 852	41 016	42 180	43 344
7		46 789	48 503	50 217	51 931	53 645	55 359	57 073
		34 265	35 362	36 459	37 556	38 653	39 750	40 847
6		43 589	45 148	46 730	48 338	49 945	51 553	53 161
		32 169	33 198	34 227	35 256	36 285	37 314	38 343
5		40 414	41 873	43 332	44 791	46 258	47 763	49 267
		30 073	31 036	31 999	32 962	33 925	34 888	35 851
4		37 269	38 602	39 956	41 311	42 665	44 020	45 374
		27 983	28 877	29 771	30 665	31 559	32 453	33 347
3		34 188	35 406	36 624	37 841	39 091	40 345	41 600
		25 888	26 716	27 544	28 372	29 200	30 028	30 856
2		31 134	32 228	33 347	34 466	35 585	36 704	37 824
		23 794	24 555	25 316	26 077	26 838	27 599	28 360
1		28 136	29 129	30 121	31 114	32 110	33 132	34 154
		21 695	22 390	23 085	23 780	24 475	25 170	25 865

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:	$
Dependent spouse	2 234
Dependent child	989
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

* Long-service step: The qualifying criteria for in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.